

DISASTER ALERT



Employment Development Department

FLOOD ASSISTANCE JOB TRAINING PARTNERSHIP ACT

Number: FA97-08

Date: February 11, 1997

69-1:88:sph

TO: FLOOD ASSISTANCE PROJECT
SERVICE DELIVERY AREA ADMINISTRATORS
CALIFORNIA CONSERVATION CORPS
LA COOPERATIVA CAMPENSIA DE CALIFORNIA
NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL

SUBJECT: FLOOD ASSISTANCE 1997 PROJECT REPORTING

<input checked="" type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> FACSIMILE TRANSMITTED	<input type="checkbox"/> OVERNIGHT CARRIER DISTRIBUTION
<input type="checkbox"/> IMMEDIATE ACTION	<input checked="" type="checkbox"/> HARD COPY MAILED	<input type="checkbox"/> NUMBER OF PAGES INCLUDING COVER

The purpose of this Alert is to provide reporting information and a revised copy of the Monthly Supplemental Estimate Report (MSER) to be used for the Flood Assistance 1997 Project.

MSER REPORTS

As stated in the Flood Assistance Alert #97-4, the MSER semi-monthly reporting periods will cover from the 1st through the 15th and the 16th through the last day of the month. These reports are cumulative from the beginning of the project. The report must be faxed to the Job Training Partnership Division (JTPD) at (916) 654-9586 or 654-9657 on the 3rd working day (Monday through Friday) after the cycle end date. Since, JTPD is required to submit this information contained in MSER to DOL by the 5th working day after the end of each cycle, we must receive reports from all entities operating a Flood Assistance Project in a timely manner. The report due dates through June, 1997, are:

<u>Month</u>	<u>Mid-Month Due Date</u>	<u>End of Month Due Date</u>
February	February 19	March 5
March	March 19	April 3
April	April 18	May 5
May	May 20	June 4
June	June 18	July 3

QUARTERLY REPORTS

On a quarterly basis the Participation and Termination Summary (JTPA 10E), a Participant Characteristics Summary (JTPA 11) and a Summary of Expenditures (JTPA 12E) reports are required. The instructions for the completion and submittal of these reports is somewhat different for SDA project operator and non-SDA project operators due to the availability of the Job Training Automation (JTA) system.

SDA Project Operators:

SDA project Operators are required to complete the JTPA 10E, JTPA 11 and JTPA 12E reports on a quarterly basis. Generally the instructions for these reports will be consistent with other instructions for National Reserve Account reporting. Further quarterly instructions and due dates will be transmitted via quarterly Information Bulletins.

Non-SDA Project Operators:

Non-SDA project operators are required to complete the JTPA 12E, Summary of Expenditures report on a quarterly basis. Further, quarterly instructions and due dates will be transmitted via quarterly Information Bulletins. Please be aware that, unlike the MSER, these must also be submitted in hard copy form to JTPD.

The participant reports, the JTPA 10E and JTPA 11 which are also required will be generated though the JTA computer system. The Employment Development Department, Job Service Division will complete the JTPA 10E and the JTPA 11 reports and submit them to JTPD on behalf of the California Conservation Corps and La Cooperativa Campensia de California. Copies of these reports then will be forwarded to these non-SDA project operators. Separate arrangements are being made for the Northern California Indian Development Council.

Please ensure this Alert is shared with staff responsible for the Management Information System. If you have any questions, please contact June DeVoe, at (916) 654-8298 immediately.

\S\ JIM CURTIS, Manager
Program Management Section

Attachments are not available online. To obtain a copy e-mail JTPD at **JTPDLIB@EDD.CA.GOV** (Subject line should read "Attachment") or contact Jim Scholl at (916) 657-4610.

1. National Reserve Account, Monthly Supplemental Estimate Report (REV 1. Feb. 8, 1997)